

PID - 141/63
4 November 1963

MEMORANDUM FOR: All PID Personnel

FROM: Chief, CIA/PID (APIC)

SUBJECT: Monday Afternoon Branch Meetings for all PID Personnel

1. Since it is impossible to attend four branch meetings simultaneously I have asked each branch chief to read this paper to you.
2. Each Monday at 1615 your home branch in PID will hold a meeting which you are expected to attend. It is hoped that you will be on hand promptly at 1615 in order that the meetings will not have to extend beyond 1630.
3. These meetings have been scheduled in order to pass on to you administrative announcements, CIA Internal-Use-Only data, etc. and to give you an opportunity to raise questions.
4. The meetings will be called only so long as they are useful to both you and your parent branch.
5. You are asked to be mindful of the security involved and if CIA Internal-Use-Only, or Need-to-Know data is given to you, you are responsible for maintaining security as specified. Disclosure of CIA data is not subject to lax treatment simply because of your personal interpretation and/or your working environment. Security violations can be invoked just as in the case of mishandling our system material.
6. I hope these meetings will prove to be mutually beneficial. Please feel free to call on me or at any time we can be of assistance.

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